

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Minutes: January 14, 2014

PRESENT: Maya Clark, Joey Crosby (chair), Becky da Cruz, Chris Hendricks, Patricia Holt, Anne Katz, Robert Loyd, Linda Ann McCall, Anita Nivens, Regina Rahimi, Daniel Skidmore-Hess, Sandy Streater, Patrick Thomas, Anne Thompson, Teresa Winterhalter, Carey Adams (*ex officio*), Delana Gajdosik-Nivens (*ex officio*), John Kraft (*ex officio*), David Ward (*ex officio*), Yvette Upton (*ex officio*), Austin Deray (*ex officio*)

GUESTS: Jill Bell

- I. **Call to Order.** The meeting was called to order at 2:32 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of November 5, 2013 were approved as presented.
- III. **Committee Reports**
 - A. **Graduate Faculty Status** (see Attachment 1)

The committee accepted the report of the Graduate Faculty Status Committee as presented.
 - B. **Graduate Curriculum** (see Attachment 2)

The committee accepted the curriculum items in the report of the Graduate Curriculum Committee (GCC) as presented. The report should proceed through the Senate as an action item for Presidential approval.
- IV. **GSCC**

Austin Deray reported that the spring hooding ceremony has been set for May 9, 2014. The time has been moved an hour early, from 6 p.m. to 8 p.m. Email has been send to the students and they have been asked to by April 1. The GSCC thanks everyone who helped with the fall hooding ceremony there has been much positive feedback.

The only change in budgetary information reported at the last meeting is that the amount awarded to the Department of History was changed to \$634.
- V. **John Kraft**
 - A. **Revising grade appeal catalog language for consistency** (see Attachment 3)

The Senate has approved the attached language for use in the undergraduate catalog. There is no rule that the information must be identical

in the graduate catalog, but it is considered a good practice. A committee that included Dr. Sandy Streater worked on the revisions.

There was discussion. Some grammatical and stylistic changes were suggested. Dr. Kraft will bring a revised document to the next meeting for consideration.

B. VA benefits and full-time status

At the last meeting, Linc Morris informed the committee that his office was changing full-time status for graduate students from 9 credit hours to 6 credit hours for financial aid purposes. The committee endorsed this change. This was not a change to the catalog definition.

Dr. Kraft reported that the Veteran's Affairs Office would like to see the change of definition in the catalog as well. Students often only need 6 credit hours during a semester and are sometimes advised by their program that 6 credit hours is full-time, but the VA will only give full financial aid to students who are registered at full-time status as defined in the catalog, which is 9 credit hours. As a result, some veterans take an additional, unnecessary course in order to qualify for full financial aid from the VA.

Dr. Kraft researched practices at other institutions, including Columbus, Valdosta, and North Georgia. They all require 9 credit hours for full-time status. Georgia Southern's catalog defines full-time status as 9 credit hours "unless stated otherwise."

There was discussion of whether there were any programmatic reasons not to change the definition. A motion was made and seconded to change the definition of full-time status in the catalog to 6 credit hours, making half-time status 3 credit hours. The motion carried.

VI. Carey Adams

Dr. Adams had no specific items and opened the floor to questions.

There was a question about what needed to be done for students enrolled in certificate programs to be eligible for financial aid. Dr. Kraft reported that an application needs to be filed with the Department of Education documenting that students can be gainfully employed as a result of earning a particular certificate. He said he would distribute the last memo he received on it, which outlines what needs to go into the application.

VII. Jill Bell

Ms. Bell reported that the numbers for the October graduate fair were lower than the numbers for the previous March. Some of this may have been due to its not getting on the circuit board because it was planned late. However, the 17 vendors who came were very happy with the quality of the students they talked to. There was speculation that the lower numbers may have been due in part to the fair being held earlier in the day, but Austin Deray reported that students he spoke with said they preferred the earlier timing.

There was discussion whether to have two fairs during the year—one in March and one in October—or just one, and in which month that one would be. It was moved and seconded to have only one fair per year and to hold it in March. The motion carried.

Ms. Bell is working with CIS on the graduate application. They will be testing the application by the end of January or early February. If testing goes well, they will try it for summer applications.

VIII. Phyllis Fulton

Ms. Fulton had a question regarding allowable number of transfer credits for graduate certificates, as it is not specifically stated in the catalog. The question was for purposes of DegreeWorks coding. It was agreed that the number of transfer credits allowed needs to be consistent and have a rationale. Ms. Fulton was going to do further research after the meeting and distribute information for discussion by the GCC, if necessary.

Ms. Fulton asked program directors to exercise caution with the CURCAT information when creating new courses. There have been an unusual number of errors in repeatability and/or grading mode discovered recently in courses that were created 2 or more years ago. These errors were likely due to copy and paste errors during the creation of the courses.

IX. Adjournment. The next meeting is on February 4. The meeting was adjourned at 3:17 p.m.

Respectfully submitted,

Phyllis L. Fulton
Coordinator of Faculty Information and
Graduate Catalog Editor

Armstrong

Graduate Faculty Status Committee Report: January 14, 2014

Members: Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Glenda Ogletree, Daniel Skidmore-Hess (Chair), Jane Wong

The committee recommends approval of the following applications for graduate faculty status:

Full

Andi Beth Mincer	Rehabilitation Sciences	initial at this level
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Associate

Amy Potter	History	initial
Richard Bryan	Languages, Literature, and Philosophy	reappointment
Ann Hallock	Nursing	initial at this level

Temporary

Lori Loncon	Criminal Justice, Social, and Political Science	initial
John G. Taylor	Criminal Justice, Social, and Political Science	reappointment
Ellen Blossman	Languages, Literature, and Philosophy	reappointment

Respectfully submitted,

Daniel Skidmore-Hess, Chair

Armstrong

GRADUATE CURRICULUM COMMITTEE
University Hall 282
Minutes, November 20, 2013

PRESENT: Michael Benjamin, John Hobe, Brenda Logan, Sara Plaspohl, Helen Taggart, Teresa Winterhalter (Chair), Phyllis Fulton (Catalog Editor)

ABSENT: Felix Hamza-Lup

GUESTS:

CALL TO ORDER. The meeting was called to order at 2:00 p.m. by Dr. Teresa Winterhalter.

APPROVAL OF MINUTES. The minutes of September 18, 2013 were approved as presented.

ITEMS

I. College of Education

A. Adolescent and Adult Education (no items)

B. Childhood and Exceptional Student Education

Items 1-6 from the Department of Childhood and Exceptional Student Education were discussed and approved by the committee.

1. Modify the following course

EEXE 7071 Research Project

3-V-3

Prerequisites: FOUN 7060 and completion of at least ~~24~~-15 semester hours from the program of study. Field experience required.

Rationale: 15 hours needed for completion will allow students in Post-Bac Certificate in Special Education Transition Specialist Endorsement to take the course.

Effective Term: Fall 2014

2. Modify the following program of study:

**Post-Baccalaureate Certificate in Special Education Transition
Specialist Endorsement**

<u>FOUN 7060 Education Research</u>	<u>3</u>
<u>EEXE 7071 Research Project</u>	<u>3</u>
EEXE 7319 Career Development and Transition Planning	3
EEXE 7320 Vocational Assessment of Special Education Student	3
EEXE 7321 Interagency Planning and Service for Transition to Adulthood	3
EEXE 7322 Community Based Instruction	3
TOTAL	<u>12-18</u> hours

Rationale: Candidates must demonstrate course knowledge with the research project, which also requires understanding of education research.

Effective Term: Fall 2014

3. Modify the following course:

EEXE 7507 Characteristics of Students with <u>Multiple/Severe Multiple And Severe</u> Disabilities	3
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Rationale: Title currently lack consistency.

Effective Term: Fall 2014

4. Modify the following course:

EEXE 7512 Augmentative and Alternative Communication with <u>Multiple/Severe Severe and Multiple</u> Disabilities	3
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Rationale: Titles currently lack consistency.

Effective Term: Fall 2014

5. Modify the following course:

EEXE 7510 Assistive Technology for Students <u>w</u> With <u>Physical and Sensory Multiple/Severe</u> Disabilities	3
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Rationale: Titles currently lack consistency.

Effective Term: Fall 2014

6. Modify the following program of study:

Program of Study for the Master of Education in Special Education

~~Note: Track Two: Mild to Moderate Disabilities is not accepting students at this time. Please contact the College of Education for more information.~~

~~Select one of the following track options:~~

~~Track One: Moderate to Severe Disabilities~~

~~A. Professional Core (15 hours)~~

~~FOUN 7060 Education Research..... 3~~

~~EEXE 7507 Characteristics of Students with Multiple/~~And~~ Severe Disabilities 3~~

~~EEXE 7020 Methods and Strategies for Teaching Students with Autism..... 3~~

~~EEXE 7512 Augmentative and Alternative Communication with Multiple/Severe Severe and Multiple Disabilities 3~~

~~EEXE 7508 Strategies for Teaching Children with Multiple/Severe Disabilities 3~~

~~B. Transition Core (12 hours)~~

~~EEXE 7319 Career Development and Transition 3~~

~~EEXE 7320 Vocational Assessment of Special Education Students..... 3~~

~~EEXE 7321 Interagency Planning and Service for Transition to Adulthood 3~~

~~EEXE 7322 Community Based Instruction 3~~

~~C. Capstone Courses (6 hours)~~

~~EEXE 7510 Assistive Technology for Students With Multiple/SeverePhysical and Sensory Disabilities 3~~

~~EEXE 7071 Research Project 3~~

~~**TOTAL** 33 hours~~

~~Track Two: Mild to Moderate Disabilities~~

~~A. Professional Core for Tracks One and Two (21 hours)~~

~~FOUN 7060 Education Research..... 3~~

~~EEXE 7000 Characteristics of Behavior Disorders..... 3~~

~~EEXE 7001 Technologies for Special Educators (or equivalent technology course) ... 3~~

~~EEXE 7030 Characteristics of the Learning Disabled 3~~

— EEXE 7035 Advanced Methods of Instruction for Individuals with Learning Disabilities	3
— EEXE 7040 Social Development and Anger Management	3
— EEXE 7403 Brain Research and Educational Practice	3
B. Transition Core (6 hours)	
— EEXE 7319 Career Development and Transition	3
— EEXE 7320 Vocational Assessment of Special Education Students	3
C. Capstone Courses (6 hours)	
— EEXE 7070 Advanced Research Methods	3
— EEXE 7071 Research Project	3
TOTAL	33 hours

Rationale: The candidate pool is too small to support two tracks. We have chosen to move forward with the more popular track.

Effective Term: Fall 2014

II. College of Health Professions (no items)

III. College of Liberal Arts

- A. Art, Music, & Theatre (no items)
- B. Criminal Justice, Social and Political Science (no items)
- C. Economics (no items)
- D. Gender and Women's Studies (no items)

E. History

Items 1 from the Department of History was discussed and approved by the committee.

1. Delete the following course:

HIST 6500 CONTENT METHODS HISTORY 3-2-3

Rationale: HIST 6500 was created to support the College of Education, but has not been taught. The course will never be taught, as the College of Education offers their own version of the course.

Effective Term: Fall 2014

- F. Languages, Literature, & Philosophy (no items)
- G. Professional Communication and Leadership (no items)

IV. College of Science and Technology (no items)

OTHER BUSINESS

- A. Informational Item: PCLE 7700.** PCLE 7700 was created in January 2012 with a grading mode of S/U. The course is being offered for the first time in Spring 2014, and it was discovered that the grading mode at the time of creation was an error; it should have been Normal rather than S/U. The grading mode has been changed from S/U to Normal to correct the error. This informational item is to document the change.

ADJOURNMENT. The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Phyllis L. Fulton
Catalog Editor

Grade Appeal Process

~~—Appeals~~In accordance with Armstrong Atlantic State University regulations, appeals for a change of grade ~~may be~~initiated ~~throughby~~the head of the appropriate academic department ~~student~~ prior to midterm of the semester after the grade was received. ~~A change of grade, other than incomplete, may not be made later than two calendar semesters following the semester in accordance with which the regulations of Armstrong Atlantic State University. grade was received.~~

A student who contests a grade ~~will have~~must follow the following ~~line of appeal~~procedure:

1. The student will discuss the contested grade with the instructor involved.
2. If the grade dispute remains unresolved, the student will meet with the department head/program director and the instructor. If the grade dispute is with the department head/program director, the student will meet with the dean of the college ~~or~~/school (or designee) and the department head ~~or~~/program director. A “memorandum for the record” will be prepared by the department head (~~or dean or designee~~) which will include the substance of the conversations and pertinent documentation presented during the meeting. The student will receive a copy upon request.
3. If the grade dispute remains unresolved, the student will ~~present his~~request a formal hearing, in writing by mid-term of the semester following the posting of the disputed grade, according to the procedures outlined by the college.
 - a. College procedures are available in the dean’s offices
 - b. Colleges may choose to have one or hertwo levels of review: departmental appeal in writing to the committee and/or college appeal committee.
 - c. Committees deliberate in closed door sessions after both the student and the instructor have presented their case and documentation. All discussions are confidential.
4. In the event of a departmental review, the department head or the dean of the college or school, as applicable, who will then appoint a review boardthe departmental appeal committee to hear the appeal. It is expected that the student The committee will initiate this step no later than midterm semester after the grade was received (except ifoperate according to A-D below. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite—, see Item 4“6” below).
 - a. ~~The review board~~departmental appeal committee will consist of the ~~department head or the dean of the college, as applicable, and two at least three faculty members of the department~~, not including the instructor involved. ~~A separate~~Membership on the departmental appeal committee may include faculty from other departments in the college when deemed necessary by the department head. One of the faculty members will be designated by the department head as the hearing officer—shall be appointed by the college dean. In small departments, membership may come from outside the department.
 - b. ~~The review board~~departmental appeal committee shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
 - c. ~~The review board~~departmental appeal committee will hear the grade appeal and present its findings to the assistant dean of the college dean within 30 business days from the initiation of the appeal.
 - d. Students may appeal the departmental appeal committee decision to the assistant dean for a college committee hearing within 10 business days of the departmental appeal committee decision.

5. In the event of a college level review, the dean of the college (or designee) will appoint a college appeal committee to hear the appeal. The college appeal committee will operate according to A-D below. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, see “6” below.
- a. The college appeal committee will consist of at least one faculty member from each department, not including the instructor involved. The assistant dean of the college (or other faculty chosen by the Dean of the college) will chair the college committee and serve as an ex-officio member of the committee.
 - b. The college appeal committee shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
 - c. The college appeal committee will hear the grade appeal and present its findings to the dean of the college prior to the last weekday of the semester.
46. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, then the following timetable will be met at the first of that semester/term:
- a. If a grade appeal is not resolved with the instructor concerned, the student will file an appeal in writing with the department head/program director (or the dean of the college or /school dean or designee if the grade dispute is with the department head/program director). This step will be taken by the secondfirst day of classes of the semester/term following the posting of the disputed grade.
 - b. The review board to hear the college appeal committee will be appointed by the third day of the semester. If department members are not available to form a review board, the dean of the college or school, in consultation with the department head, and will appoint a review board.
 - c. A review board will hear and complete the grade appeal by the fifth day of the semester and present its findings to the school dean through the hearing officer (or the Vice President if the dean is a member of the committee) third day of the semester.
 - c. The college appeal committee will present its findings to the college dean by the fifth day of the semester
 - d. If the appeal to the college dean is denied, the student will be droppedremoved from the official class roster of the course if the student is already enrolled.
5. ~~If 7.~~ In all cases, if the college dean denies the appeal, the student may continue the appeal to the Vice President and Dean of Faculty provost’s office. This appeal must be in writing and must be filed within five days of notification from the college dean.
68. Neither the Presidentpresident nor the Board of Regents will accept or consider appeals based on academic grades.

Students should consult their program and college for further information and othertheir policies that may apply.